

UNITED STATES DISTRICT COURT  
DISTRICT OF CONNECTICUT  
141 CHURCH STREET  
NEW HAVEN, CONNECTICUT 06510  
(203) 773-2140

KEVIN F. ROWE  
CLERK

VICTORIA C. MINOR  
CHIEF DEPUTY CLERK

LORIA A. INFERRERA  
DEPUTY IN CHARGE

**NOTICE TO CJA COUNSEL  
REGARDING SUBMISSION OF CJA VOUCHERS FOR PAYMENT**

**If you are appointed as CJA counsel in any case which is still pending or has recently ended, the following information is important for you to note in submitting your CJA vouchers for payment.**

(1) You are required to submit your claim ***within 45 days*** of ending your representation. If you do not meet this deadline, you must submit an affidavit with your claim indicating why there is a delay. Failure to do so will result in your voucher being returned to you unprocessed.

(2) We cannot take any claims which have time noted in hundredths of hours (e.g., 2.25, 3.45 etc.) Your time must be calculated in tenths of hours on both your voucher and your worksheets. If your voucher does not comply, we will return the entire claim to you unprocessed. This is not a requirement we can waive. If you need additional information, please consult the instructions which were sent to you with your original appointment voucher.

(3) ***Effective November 13, 2000***, the maximum compensation rates were increased to \$5,200 for felonies, \$1,500 for misdemeanors, and \$1,200 for other representations. **If your compensation exceeds these amounts, you are required to submit a memorandum in support of your claim explaining the need for an excess payment. Failure to submit this memorandum with your voucher will result in your claim being returned to you, unprocessed.**

(4) ***Effective December 1, 2000***, this office stopped accepting any cja voucher for payment which contains white-out or other correction fluid entries. Our office is regularly audited to assure that we are complying with national internal controls procedures. The use of white-out on any financial document is suspect and not permitted. This prohibition includes the use of white-out on your worksheets.

(5) ***Effective January 22, 2001***, the mileage rates were increased to ***34½¢*** per mile for any travel on or after January 22, 2001.

(6) While not a requirement, we would appreciate it if you would sign your vouchers in ***blue ink***. When we receive claims signed in black ink, it is often impossible for us to determine if the signature is original or a photocopy. Consequently, we are returning the vouchers to you - if we cannot determine if the signature is original, we cannot process the claim.

Our mission is to audit your vouchers, get them approved and entered for payment in the shortest possible time. Your assistance in complying with these requests will expedite the processing of your claims. If you have any questions, please contact Victoria C. Minor, Chief Deputy Clerk.

KEVIN F. ROWE, Clerk